LEHMAN COLLEGE DIVISION OF Student Affairs | *Career Exploration & Development Center* | LEHMAN COLLEGE School of Business



CAREER INFUSED DEGREE MAP

Bachelor of Business Administration (BBA): Business Economics

Total Credits: 120

The BBA program equips students with the necessary managerial skills to function in today's rapidly changing business environment. The career infused degree map allows students to commit to their career exploration by aligning coursework with career readiness milestones.

FRESHMAN

1ST SEMESTER

CREDITS	ACADEMICS	CAREER READINESS
3	ENG 111 - English Composition I	☐ Activate your Handshake account to begin exploring career resources and opportunities available through your college's Career Exploration and Development Center.
3	Flexible Core World Cultures and Global Issues (Course Set)	☐ Join a Lehman student club or organization to begin building your network and developing soft skills (The Economics Club, Business Professional of America).
3	MAT 126 - Quantitative Reasoning	☐ Create a resume to begin documenting your achievements. Review resume samples for your major in the Resources section of the Career Center page on Handshake.
3	ECO 166 - Introduction to Macroeconomics	☐ Enroll in free introduction to MS 365 computer skills, workshops, tutoring/writing support, and/or leadership training (Lehman IT Center, Lehman Tutoring Center, Office of Campus Life).
3	LEH 250- First-year Seminar	
15	TOTAL CREDITS	

2ND SEMESTER

CREDITS	ACADEMICS	CAREER READINESS
3	ENG 121 - English Composition II	☐ Create a LinkedIn account to establish your professional presence online, build industry connections.
3	Flexible Core U.S. Experience in Its Diversity (Course Set)	☐ Take the Focus 2 Career Assessment (Code: Lightning), and explore employment options, subfields, career paths, and research opportunities in Business Administration.
4	MAT 132 - Introduction to Statistic **OR** MAT 171 - Elements of Precalculus **OR** MAT 172 - Precalculus **OR** MAT 174 - Elements of Calculus **OR** MAT 175 - Calculus I	☐ Create a first-draft cover letter you can use to apply to professional development opportunities (scholarships, CUNY pipeline programs).
3	Flexible COre Creative Expression (Course Set)	☐ Participate in an early career skills training program (America Needs You, Year Up, CUNY Beyond).
3	ECO 167 - Introduction to Microeconomics	
16	TOTAL CREDITS	

SOPHOMORE

1ST SEMESTER

CREDITS	ACADEMICS	CAREER READINESS
3	General Education Foreign Language Option (Course Set)	☐ Identify a mentor in your field with whom you can check-in periodically (School of Business).
3	Flexible Core Scientific World (Course Set)	
3	ACC 171 - Principles of Accounting I	☐ Apply for part time roles or paid internships that provide hands-on experience in Business Administration (Economics) (CGI, NYCEDC, NYCDCAS, NYT, JP Morgan Chase, Indeed, United Nations, NYC Mayor's Office of Management and Budget, Federal Reserve Bank of NY, Accenture, IBM).
3	BBA 204 - Principle of Management	
3	ECO 302 - Economics and Business Statistics	☐ Strengthen your Excel skills (pivot tables, IF statements).
1	CED 201 - Business Career Exploration: Self-Assessment, Discovery and Preparation	☐ Attend the 'Mastering the Art of Interviewing' workshop to learn the fundamentals of interviewing for internships and entry-level jobs. Register on Handshake.
16	TOTAL CREDITS	

2ND SEMESTER

CREDITS	ACADEMICS	CAREER READINESS
3	General Education Foreign Language Option (Course Set)	☐ Secure a part-time or internship role and do follow-ups if needed.
3	Required Core Life and Physical Sciences (Course Set)	☐ Begin learning data interpretation and visualization basics.
3	ACC 272 - Principles of Accounting II	☐ Meet with a faculty or academic advisor to apply to research opportunities for sophomores via the School of Business.
3	ENW 300 - Business Writing	☐ Identify skills and certificates you can earn to specialize or supplement your studies (CUNY Upskilling; LinkedIn Learning, free with an NYPL card; Coursera, free via NYS DOL).
3	BBA 400 - Business Analytics	☐ Become a student member of a professional organization in your field (The Economics Club, Business Professionals of America).
15	TOTAL CREDITS	

Career.services@lehman.cuny.edu - 718 960-8366 - www.lehman.edu/careerservices

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ACADEMICS

CAREER READINESS

JUNIOR

1ST SEMESTER

CREDITS	
3	LEH 352 - Studies in Literature **OR** LEH 353 - Studies in the Arts **OR** LEH 354 - Studies in Historical Studies **OR** LEH 355 - Studies in Philosophy, Theory and Abstract Thinking **OR** LEH 450 - General Education Capstone
3	ECO 305 - Consumer Economics
3	BBA 208 - Introduction to Information Systems & Technology
3	Minor Certificate or Elective Course
3	Elective
15	TOTAL CREDITS

- ☐ Attend career fairs and industry conferences to network with professionals and meet recruiters in Business Administration (Economic).
- ☐ Choose a minor or certificate that compliments economics.
- ☐ Meet with your CEDC Career Specialist to practice your elevator pitch and update your resume and cover letter.
- ☐ Sign up for the 'Networking Strategies' workshop on Handshake and widen your network of contacts across Lehman and platforms like LinkedIn.

2ND SEMESTER

3	LEH 352 - Studies in Literature **OR** LEH 353 - Studies in the Arts **OR** LEH 354 - Studies in Historical Studies **OR** LEH 355 - Studies in Philosophy, Theory and Abstract Thinking
3	Flexible Core - Any Area (Course Set)
3	ECO 326 - Labor Economics
1	CED 301 - Business Career Goals, Networking and Strategies
3	Minor or Certificate Course II
3	Minor or Certificate Course III
16	TOTAL CREDITS

- ☐ Mark your calendar and register for the annual spring CEDC Job & Internship Fair at Lehman.
- ☐ Expand your knowledge with basic Excel (budget, rosters, schedules).
- ☐ Take a project or leadership role in the club or professional association you belong to or engage in relevant volunteerism.
- ☐ If pursing graduate study, being exploring the process for applying to graduate school.

SENIOR

1ST SEMESTER

CREDITS	
3	BBA 407 - Strategic Management
3	ECO 431 - Managerial Economics
3	Minor or Certificate Course IV
3	Elective
3	Elective
15	TOTAL CREDITS

- ☐ Meet with your Career Specialist for full-time job search preparation: finalize your professional resume and cover letter and prepare for interviews.
- ☐ Apply for the Wall Street Summer Exchange Program if you have secured a finance related internship - Wall Street Exchange | Financial Women's Association.
- ☐ As graduation nears, reconnect with mentors for career, advice, job leads, references, and continued mentorship post-graduation.
- ☐ Ask 2-3 supervisors for letters of recommendations if applying to graduate school.
- ☐ If applicable begin drafting your application matrials and identify your faculty references for graduate school or other postgraduate opportunities.

2ND SEMESTER

3	PHI 330 - Business Ethics
3	Elective
3	Elective
2	Elective
11	TOTAL CREDITS

- ☐ Attend employment fairs, professional panels, and recreation education conferences to widen your network and connect with recruiters.
- ☐ Mine job sites (Indeed, ZipRecruiter, NYCEDC, enterprise, adzuna, USA Jobs, StateJobsNY, Idealist, Glassdoor, Federal Reserve Bank of NY, LinkedIn, Handshake) and apply for career-related roles. Record your progress and remember to follow up on your applications.
- ☐ Join the Lehman Alumni Network and CUNY Alumni Network for valuable career resources and continuous support.
- ☐ Complete the Cap and Gown Survey in CUNYFirst.
- ☐ If applicable, complete the process of applying to graduate school.

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